



## eLearning Designer & Trainer I (Repost)

POSTING NUMBER **22012**

DATE POSTED	<b>February 11, 2022</b>	APPLICATION DEADLINE	<b>February 28, 2022</b>
DEPARTMENT	Information Systems Division/Computer Support Center		
SALARY	Starting at \$3,750.00 per month. The council also offers a generous benefits package. Please click <a href="#">here</a> for more information.		
DESCRIPTION	Creates eLearning course material using instructional design techniques. Develops course curriculums, training manuals, help documentation, and class materials. Delivers training in a variety of formats, including instructor-led, virtual, one-on-one, and eLearning, to legislative client groups. Provides leadership, road maps, and good communication in relation to curriculum and eLearning. Uses critical thinking skills, initiative, and independent judgment in the performance of duties.		
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none"><li>• Designing, developing, and implementing online training using eLearning technology.</li><li>• Developing, evaluating, and implementing multiple training formats.</li><li>• Maintaining comprehensive understanding of Microsoft Office Suite, as well as legislative client software.</li><li>• Effectively using technology in innovative and creative ways to present information to clients.</li><li>• Assisting with organizing and managing the content of the internal learning management system.</li><li>• Assisting with quality assurance testing for new software products and software updates, as needed.</li><li>• Assisting with training room setup and maintenance, as needed.</li><li>• Preparing and organizing training resources and routinely developing or revising course curriculums, training materials, online course-related content, and all course documentation.</li><li>• Training legislative and other agency staff in a classroom and online using videoconferencing software.</li></ul>		



- Conducting hardware and software research/acquisition as it relates to CSC Media & Education, as needed.
- Working on special projects and meeting all applicable deadlines.
- Maintaining effective communication with CSC, IS teams, and other agency departments.
- Producing written documentation and resources, as needed.
- Performing other duties as assigned.

## QUALIFICATIONS

Experience in eLearning development and technology. Experience creating asynchronous and synchronous learning content. Experience using Windows 10 operating system and software. Excellent communication and presentation skills. Deep understanding of and competence with multimedia technology. Bachelor's degree with major coursework in education, eLearning design, or instructional design or three years of equivalent work experience. One to two years of teaching computer skills to adults in a classroom setting or equivalent preferred. Experience and education may be substituted for one another.

Minimum qualifications for this position include:

- Basic knowledge of legislative process.
- Advanced skill in Adobe CS/CC eLearning and video tools, specifically Captivate, Premiere Pro, and After Effects.
- Self-motivation and attention to detail with the ability to work independently.
- Knowledge of eLearning strategy and technology.
- Proficiency in writing instructional content.
- Experience with video editing.
- Training development experience involving adult learners.
- Willingness to use downtime productively.
- Ability to analyze, problem solve, and organize.
- Ability to communicate effectively, both orally and in writing.
- Ability to be creative and innovative.
- Ability to complete projects in a timely manner.
- Ability to work well under pressure and meet deadlines.
- Ability to take initiative and work independently or as a team member.
- Ability to handle multiple projects.
- Ability to respond to rapidly changing pace and workload and cope with deadline pressures.
- Ability to maintain confidentiality of material and information.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular and punctual attendance.
- Ability to work flexible hours, overtime, weekends, and on-call duty.

# TEXAS LEGISLATIVE COUNCIL

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## TO APPLY

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

### Email

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

### Fax

(512) 936-1064

### Mail

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**